



## PROFILE



### Address

Exit. 5, Al-Rabih Area  
PO Box: 285338 Riyadh



### Phone

+966.555519792



### Email

firasville@gmail.com



### Date of Birth

23 Feb 1979



### Residence Location

Riyadh, Saudi Arabia

## PERSONAL INFORMATION

Gender: Male

Nationality: Syrian

Driving License: Saudi +

International Languages: Arabic &  
English

Marital Status: Married

Number of Dependents: 7

## CERTIFICATIONS/TRAININGS

- InterNation, Inc Subtitle Course New York, USA (Nov 2008 – Nov 2009).
- Negotiation Skills - Guerlain Center, Kuala Lumpur, Malaysia; (Feb 2005).
- Marketing Skills – Guerlain, Center, Bangkok, Thailand; (May 2006).

## QR CODE



# FIRAS ELHEIB

## CAREER OBJECTIVE

Qualified, multitasked, result oriented professional looking for an opportunity to further my carrier. Fast learning, with good negotiation and communication skills. Adaptive, reliable and passionate for perfect execution

## SKILLS

- Excellent Sales & Communication skills
- Flexibility to carry out any assigned tasks
- Ability to work well under pressure
- Experience in adapting to health and safety regulations
- Practical: gets a task done, finds easy solutions, adapts to different situations and picks up tasks quickly.
- Computer skills in addition to MS Office, Internet, Outlook, and Java
- Designing software skill (Corel Draw, and
- Photoshop)

## PROFESSIONAL EXPERIENCE

### OSN (Orbit Showtime Network)

MAY 2013 – TILL DATE

#### Sales Manager - Commercial Account (KSA –Central Area)

Almalaz

Riyadh- Saudi Arabia

The top TV Network in the Middle East and North Africa.

#### Key Responsibilities

- Created plans to expand our services to cover the entire Central Area including Riyadh.
- Responsible for interfacing with potential clients both via telephone and visits.
- Setting of monthly targets for our sales team, and follow up closely to achieve them.
- Tracking competition activities in the market.

Responsible for negotiations and closure of deals with major accounts.

### Globus Logistics

JUN 2012 – MAY 2013

#### Sales Executive

Exit 16 Sulai

Riyadh- Saudi Arabia

The company is primarily a FMCG industry based company.

#### Key Responsibilities

- Acquired, planned and listed Vallechara water in all HORECA accounts across KSA
- Sales and marketing for aluminum chairs and other products
- Providing sales insights and retail analysis to management
- Built the brand in major e-marketing and shopping websites, and opened various accounts to sell our products online and offline.
- Created an Online e-sales processes and procedures.
- Built feasibility studies, business plans and market analysis for Dr. Café products

### Prince Abdul Rahman Bin Mosaed Media Est

JUN 2006 – TILL DATE

#### Sales Manager - Subtitles & Translation

"Part-time Job"

#### Team Leader - IT & Translation Department

Olaya Street - Faisaliyah Tower 3rd Floor Riyadh – Saudi Arabia

The Est. is primarily engaged in the Media industry within the Kingdom.

### Highlight

- Attended "create subtitle and manage subtitling group" "InterNation, Inc". At 2008 And 2009 New York - USA.
- Sales and marketing manager

### Key Responsibilities

- Setting of monthly and yearly sales targets, along with budgets for marketing and other activities.
- Follow up on execution of our plans and achievement of sales targets.
- Interaction with key customers such as:
  - Private office of HRH Prince Abulaziz bin Fahed
  - Private office of HRH Prince Bader Bin Sultan
  - Private office of HRH Prince Abdul Hakeem Bin Musaaed (Owner of Golf Club)
- Built rapport and excellent relationships with the Hospitality sector including major hotels such as:
  - The Four Seasons Hotel
  - Alfaisaliyya Hotel
  - Holiday Inn Hotel
  - Intercontinental Hotel
- Built an extensive experience in the field of technical translation, online audio and video, Automatic Speech Recognition (ASR)
- Worked on translation techniques to embed captions and translation to video files, in addition syncing of captions with audio.
- Processing of office networks, and supervision of technical teams to install networks and recording equipment, and maintenance.
- Performance Management Review: Distributed and administered the review of annual performance process, including Performance Evaluations, and Merit Reviews.
- Maintained, managed and controlled staff Annual Leave, Personnel Records, and Personnel Files.

## SARA Group for Cosmetic

APR 2003 – MAY 2006

### Counter Manager, Guerlain Brand

*Olaya Street*

### Highlight

- Performed market research and compiled analysis reports to support the company's best Brand.
- Attended seminars and trainings in the GU élan Center in Thailand and Malaysia 2005 – 2006 for this purpose

### Key Responsibilities

#### 1. Execution of business plans and achieving targets and expectations.

- Setting and management of total counter and individual Consultants goals.
- Created and executed action plans based on market calendar for goal achievement. Executed counter merchandising according to guidelines.
- Managed Consultant hygiene and image standards.

#### 2. Recruitment and screening of potential Clinique Consultants.

- Recruited Clinique Consultants in conjunction with management.
- Conducted screening sessions and interviews for shortlisting of candidates.
- Ordered Consultants' new hire packages.

#### 3. Managed the orientation and development of Consultants.

- Led orientation sessions for new comers.
- Facilitated coaching between new Consultant and Counter/Market Education Manager.
- Created and executed development plans with Counter/Market Education Manager for each Consultant
- Conducted team meetings for briefing and brainstorming

## Al- Homaidi for Watches

APR 2002 – APR 2003

### Whole Sale Manager

*Jeddah-Tahliya Str.*

### Highlight

- Worked hard to maximize sales & exceed budgets.
- Implemented highest possible standards of Visual Merchandising. Ensured lowering shrinkage and meeting defined stock loss targets.
- Coached and mentored team members for ongoing development and drive.
- Ensured all company policies and procedures are followed properly and amicably, and ensured all administrative works are done in a timely manner.
- Provided support to achieve 100% Internal Audit compliance, and ensure clear communication at all levels.

## EDUCATION

### Aleppo University, Aleppo, Syria

AUG 2001

Higher diploma, Computer Technology & Programming